

ST OLAVES PARENTS' ASSOCIATION
MINUTES OF THE MEETING HELD ON WEDNESDAY 16TH MAY 2018

ATTENDEES:

Charlotte Rutter	Chair
Mark McBennett	Vice Chair
Rachael Peek	Secretary
Harsha Kumar	Vice Treasurer
Jim Ward	Communications Officer
David Budds	Assistant Head
Liz James	Business Manager
Tiffany Barradell	
Rinku Chibber	
Jim Cort	
Tia Fisher	
Colette Gebbett	
Justine Grant	
Helene Huille	
Winnie Leong	
Lin Limbrey	
Brid Nunn	
Shelly Tse	
Xiaohong Zhang	

APOLOGIES:

Abebisi Akpomuje
Zey Kagan
Fiona Lane
Kai Liang
John Maughan
Maire Sullivan
Jo Wright

Minutes of the Previous Meeting of the Committee on 15th March were approved.

ITEMS DISCUSSED

FOLLOW UP ITEMS FROM PREVIOUS MINUTES:

1 – Concerns were raised regarding asbestos, which is located around the school in 8 discreet areas.

UPDATES:

Treasurer – Current balance is £80,948.01. There is also additional Mock Test revenue of £68,740.63 which comprises of: £37,000 held from last year's Mock Tests and £31,740 from this year's. There are outstanding expenses of approximately £2000-£3000.

Class Reps – Not all Class Reps approved of future Meetings starting at 6.30pm as some parents work and this would prove difficult.

Lost Property – The Uniform Sale held at Year 7 Parents Evening raised £346.10 and a further £215 was raised at the Year 13 Blazer Sale.

Quiz Night – this raised £623.74 and was attended by 93 people.

Spruce Up Day - this was well attended with 25 volunteers who decorated 4 changing rooms. More would have been done had the benches not been bolted to the floor.

The Business Manager thanked all those involved for work done.

Refreshments – We now have 1500 volunteers on the database and requests for any helpers with events is working well.

Spring Ball – No update as Jo was not present but the event was very successful and enjoyed by 100 parents and staff.

Careers Fair – Laura was not present but the SLT wanted to thank her for a very successful Fair. The feedback was nothing but praise. The Yr 12s benefited greatly and it was agreed that May is an ideal time to hold this event in future years.

Data Protection and PA Constitution – The SLT are emailing all parents regarding GDPR and will share their knowledge when required. The PA is not necessarily doing anything that would contravene the regulations (most relates to social media etc) but we do need to have written policies in place and a Data Protection Officer for our organisation. David and Liz happy to meet to discuss any implications before the deadline.

The PA would also like to expand their website as it is only presently used for Mock Tests. It would be useful to hold volunteer database and recruit more Members with the New Year 7 intake.

Wellbeing Fund – The Year 11's committee are having an end of year BBQ and leavers Hoodies which was agreed via email vote between Meetings in order to prepare.

ACTIONS

Liz James confirmed that this has been reviewed. The long term plan is to remove as part of the ongoing refurbishment, but this can only be done in School Holidays. In it's present state, the school is safe.

Winnie to email ALL Class Reps for an email vote.

It was agreed future sales would be held in the evenings when more parents could attend rather than lunchtime.

Mark to speak with Steve Rogers to see if it's practical to remove benches and organise another Spruce Day.

Charlotte to email Jo, Lance and Amit to initiate process and arrange Meeting.

Amit to give Andrew Gebbett access to the website to explore feasibility.

Rachael to purchase provisions and liaise with Mr Twose. Brid to recruit parent helpers for the day.

The Sixth Form are interested in purchasing modular furniture for the Common Room.

Year 9 are interested in an afterschool event such as bowling in July within their new form groups as they go into Year 10.

Year 8 are also mixing Forms and would like something similar with Cinema and food.

Some PA members felt it shouldn't be spent on social events but more on long term ventures rather than a one-off. However, for this year the PA have let the boys decide as there is an element of mindfulness in their suggestions as the boys socialise together as a group.

FORTHCOMING EVENTS:

Mock Tests – No full update as Amit wasn't present. All flyers posted out to schools and emails also sent on 13th May. There are sufficient volunteers with Invigilator Training on 6th June. The PA will be selling Mock Tests at the Open Day too.

Summer Fun Day – Stalls and activities have been finalised. It was discussed that we should have a House points system to encourage attendance. The Sound system needs setting up and this can be observed at Sports Day. Detention boys will be available for setting up. Forms Reps will send out requests for adopting stalls and volunteers. Sudhir has suggested a popcorn machine which can be used at many events and this was voted for in principal.

CRY – This is booked for Saturday 3rd November and we have 100 places available at £75 each. Shelly is organising and will send a school comms after the May Half Term. Paul Daniels will also come and speak at the Year 10 and 12 Transition Evenings if available.

Calendars – Kai not present so will be discussed at the next Meeting

ANY OTHER BUSINESS:

St John's Ambulance – Tia emphasised the importance of First Aid and suggested that St John's Ambulance could hold sessions within the school for the boys. This has been proposed before, which the PA fully support.

Easy Fundraising – as Lin's son is about to leave the school, she is looking for a volunteer to take over admin on this account. We have 151 supporters who have raised £2973.81 over the years

The PA would like to have a social event to celebrate another successful year

As this was Lin's final Meeting, David Budds personally thanked Lin for all her hard work on the PA throughout her time at the school.

NEXT MEETING:

Wednesday 19th September 2018

Meeting closed 09.48 pm

A more detailed proposal is needed

Awaiting full details from Head of Year

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For future years, if approved, the PA will offer more guidance on how the money could be spent and give parameters.

Charlotte to contact Sudhir who will research and purchase a machine up to the value of £250.

Tia to research and write formally to the school outlining details.

Harsha offered to take over the account.

Date tbc

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